

# SUPERIOR COURT OF CALIFORNIA SAN BENITO COUNTY

An Equal Opportunity Employer



## EMPLOYMENT OPPORTUNITY

### Legal Process Clerk I

Step A - \$15.14 to Step F-\$19.33

OR

### Legal Process Clerk II

Step A - \$15.91 to Step F - \$20.29

#### DEADLINE TO APPLY:

Application, Résumé & Typing Certificate  
must be received by:

**MONDAY, JULY 30, 2012**

**3:00 P.M. PST**

#### RECRUITMENT

The Superior Court of San Benito County is seeking energetic and motivated applicants for the position of Legal Process Clerk I or Legal Process Clerk II, dependent upon qualifications. This is a specialized clerical series that performs a full range of clerical duties in support of court operations. Incumbents perform a variety of processing functions including, but not limited to, assisting the public with file or court information, preparing and issuing legal orders, entering and retrieving data from computer systems and accepting payment of fines and fees. During the performance of their assigned duties, incumbents interact extensively with the public, other court staff and other agencies. As such, the positions of Legal Process Clerk I / II are expected to perform their duties in a professional, courteous and cooperative manner at all times.

#### QUALIFICATIONS

**Legal Process Clerk I:** A combination of training, experience and education may provide sufficient qualifications. A typical way to qualify is:

- Educational level equivalent to a high school diploma or GED; and
- Experience equivalent to one year of clerical experience, preferably in a court environment.

**Legal Process Clerk II:** A combination of training, experience and education may provide sufficient qualifications. A typical way to qualify is:

- Educational level equivalent to a high school diploma or GED; and
- Experience equivalent to **two years** of clerical experience, preferably in a court environment.

**DESIRABLE QUALIFICATIONS:** The ideal candidate will possess bilingual skills (Spanish). The ideal candidate will also submit a typing certificate with their application that has been issued as of January 2012 or any date thereafter.

#### APPLICATION PROCESS

In order to be considered for employment, a completed application, résumé and typing certificate must be submitted by **MONDAY, JULY 30, 2012, at 3:00 P.M. PST.** The typing certificate should be current but not issued earlier than January 2012. **The entire application must be returned in person or via US mail to Superior Court of San Benito County, ATTN: Maria Alfaro, Administrative/HR Assistant, 440 Fifth Street, Room 205, Hollister, CA 95023; or via FAX to (831) 636-4195.** Faxes should be followed with the original hardcopy by US mail. Candidates determined to meet the minimum qualifications for the position may be asked to participate in an assessment test and an oral interview. A detailed background and reference check will be performed on all successful applicants.

Application form and job specifications may be obtained at the court address listed above or via the internet at [www.sanbenito.courts.ca.gov](http://www.sanbenito.courts.ca.gov). A typing certificate may be obtained from Manpower or other provider, including on-line. For general reference, the local Manpower office is located at 1111 San Felipe Road, Suite 201, Hollister, CA, (831) 636-0550, M-F, 8am to 5pm.

#### BENEFITS

The Superior Court of San Benito County offers a variety of benefits to its employees, which include, but are not limited to:

- Vacation: 80 hours per year
- Sick Leave: 120 hours per year
- 13 paid Holidays
- Personal Holiday: 1 per year
- Health Benefits: Medical, Dental & Vision
- Retirement: CalPERS 2 @ 55%, paid by Court
- Life Insurance: \$30,000, paid by Court
- Bi-lingual pay, to eligible employees
- Also available: Voluntary Deferred Compensation, AFLAC, FSA plans and Supplemental life insurance